

**BYLAWS OF THE NEIU CHAPTER  
OF THE UNIVERSITY PROFESSIONALS OF ILLINOIS LOCAL 4100,  
IFT, AFT, AFL-CIO**

**ARTICLE I -- Name and Membership**

This organization shall be known as the Northeastern Illinois University Chapter of the University Professionals of Illinois (UPI), Local 4100. Membership shall consist of all employees at Northeastern Illinois University who are *dues-paying* members of the University Professionals of Illinois. (Fair Share Fee-Payers shall *not* be considered members.) All members shall have the right to participate in Chapter elections.

**ARTICLE II -- Purpose**

The purpose of this organization is to act as the chapter representative of UPI Local 4100 which is the legally authorized collective bargaining agent at Northeastern Illinois University for Teaching and Resource Professionals (T & TT), Instructors, Academic Support Professionals, and Academic Resource Professionals and for any other categories of university personnel which may be legally recognized. In accordance with the Constitution and Bylaws of the University Professionals of Illinois, Local 4100, these Bylaws, and subject to the democratic will of its membership, the Chapter Executive Board shall be responsible for representing faculty and staff in contract negotiations with the Board of Trustees and in the implementation of contract requirements with the university administration.

**ARTICLE III – Chapter Officers and Executive Board**

**Section 1.** In accordance, with the UPI Constitution, Chapter Officers and Chapter Executive Board Members shall be elected. These nominations and elections will be held in conjunction with the UPI Local Officer elections for three-year terms and in accordance with the procedures for nominations and elections set forth in the UPI Constitution and Bylaws. The terms shall be congruent with the terms of UPI officers. (See Appendix A for election procedures)

**Section 2: Chapter Officers:**

A. Chapter Officers shall consist of a President, Executive Vice-President, Secretary, and Treasurer, who will be elected by a plurality of the vote of the entire membership. Any Chapter member who is part of a bargaining unit is eligible for any Chapter Office.

B. Any Chapter member who is a member of a Constituency is eligible to become a member of the Chapter Executive Board representing that constituency. Constituency Representatives shall be elected by plurality vote of members of the appropriate constituency.

**Section 3: Chapter Executive Board:**

In addition to the Chapter Officers, membership on the Chapter Executive Board shall include thirteen Constituency and At-Large Representatives, the five Chairs of the Standing Committees, and the NEIU member serving on UPI Local Board of Trustees. The NEIU Trustee shall be appointed by the Local President and approved by the UPI Executive Board.

**A. Constituency Representatives and At-Large Representatives:**

Constituency Representatives. The College of Arts and Sciences (Teaching Professionals), the College of Arts and Sciences (Instructors), the College of Education (Teaching Professionals), the College of Education (Instructors), the College of Business and Management (Teaching Professionals), the Academic Support Professionals (one from the main campus, one from the satellite campuses), and the Resource Professionals (Librarians/Counselors) shall each elect a member of the Chapter Executive Board from among their members.

At-Large Representatives. In addition to the constituency representatives, five At-Large Representatives shall be elected from the following employee groups: Two representatives from the Teaching or Resource Professionals; two representatives from the Instructors and one representative from the Academic Support Professionals or Academic Resource Professionals.

The duties of the Constituency and At-Large Representatives shall be as follows: (1). To serve as a communication conduit between the Board and the members of their constituencies and employee groups.  
(2.) To conduct meetings of their constituency and employee groups at their own discretion or at the request of the Chapter President or Chapter Executive Board.  
(3) To attend Chapter Executive Board meetings and give advice on matters concerning their constituencies and employee groups.  
(4) In consultation with the President, to appoint Area Representatives with the advice and consent of the Chapter Executive Board.

**B. The Chairpersons of the Standing committees** (Communications, Grievance, Legislative, Membership, and Negotiation/Contract Compliance), as defined in Article IV.

- (1) They shall serve as full voting members of the Chapter Executive Board as long as they remain Chairs of the Committees.
- (2) They shall report to and take direction from the Chapter Executive Board with regard to their committee assignments.

**Section .4** The duties of the chapter officers shall be as follows:

**A. President:**

- (1) Chapter duties:
  - (a) The President shall be the presiding officer at all meetings of the Chapter and at all meetings of the Chapter Executive Board.
  - (b) The President shall appoint the chairpersons of the standing committee and as needed shall appoint special committees with the approval of both the Chapter and Local Executive Boards.
  - (c) The President shall be an ex-officio member of all committees.
- (2) Local duties:
  - (a) In accordance with the UPI constitution the President shall serve as the link between the (Local 4100) UPI and the Chapter, with particular responsibility for effectively communicating Chapter concerns to the entire UPI through membership on the UPI Executive Board, and also for effectively communicating common UPI concerns and specific concerns of other Chapters to the Chapter membership.
  - (b) It is the President's specific responsibility to insure that the Chapter members are kept informed of UPI Executive Board business and are consulted on important questions, or to expressly delegate that responsibility to the second Chapter representative on the UPI Executive Board.

**B. Executive Vice President:**

- (1) Chapter duties:
  - (a) The Executive Vice President shall perform all duties of the Chapter President in the absence of that officer.
  - (b) Shall assume the day-to-day implementation of the contract.
  - (c) Shall assume other duties as assigned by the President.
  - (d) Shall be the chair of the UPI Sick Leave Bank Committee
- (2.) Local duties: The Executive Vice President shall serve as the second representative of the Chapter on the UPI Executive Board.

**C. Treasurer:**

- (1) The Treasurer shall receive the Chapter's share of the membership dues from the UPI and shall administer the expenditure of these funds.
- (2) Shall cooperate with the UPI Local Secretary-Treasurer in maintaining membership and financial records.
- (3) Shall submit written financial reports to the Chapter Executive Board and to the Local Secretary- Treasurer in accordance with the UPI Local 4100 Constitution and Bylaws.
- (4) Shall be a member of the UPI Sick Leave Bank Committee

**D . Secretary:**

- (1) The secretary shall keep minutes of general and Chapter Executive Board meetings of the Chapter.
- (2) Shall circulate Chapter Executive Board meeting notices
- (3) Shall coordinate the work of the constituencies
- (4) Shall run the routine administration of the Chapter

**Section 5 Duties:**

The Chapter Executive Board shall be responsible for making Chapter policy decisions within the limits of the UPI Constitution and Chapter Bylaws, for monitoring Chapter functioning, and for insuring the healthful state of UPI-Chapter communication and cooperation.

**Section 6 Vacancies:**

**A. Permanent vacancies (i.e. resignation, retirement):**

- (1) **President:** The Executive Vice President shall succeed to the Presidency and assume the duties of that office for the duration of the term.
- (2) **Executive Vice President, Secretary and Treasurer:** If a vacancy occurs in one of these offices, the Chapter Executive Board shall appoint, with the approval of the Local Executive Board, the person who received the second highest vote total for that position or call a special election.
- (3) **Constituency and At-Large Representatives:** These positions shall be filled by special election.

**B. Temporary vacancies (i.e. sabbatical, leave of absence):**

- (1) **President:** The Executive Vice President shall succeed to the Presidency and assume the duties of that office for the stipulated time (designated beginning and end dates).
- (2) **Executive Vice President, Secretary and Treasurer:** The Chapter Executive Board, with the approval of the Local Executive Board, shall appoint an officer for the stipulated time (designated beginning and end dates).
- (3) **Constituency and At-Large Representatives:** The Chapter Executive Board, with the approval of the Local Executive Board, shall appoint an officer for the stipulated time (designated beginning and end dates).

**Section 7** Removal of elected officers shall be accomplished as follows:

**A.** Removal of a specific officer may be initiated by the Chapter Executive Board or by a petition signed by 25% of the entire membership (constituency in the case of Constituency Representative).

**B.** The Chapter Executive Board shall call within two weeks a special Chapter (constituency) meeting at which a hearing shall be held. Following the hearing, there shall be a vote by the members present on whether to proceed with recall.

**C.** If the vote favors proceeding with recall, the Chapter Executive Board shall arrange within two weeks for a secret ballot by the entire membership (constituency). The issue shall be decided by a majority of those voting.

## **ARTICLE IV-- Standing Committees**

**Section 1:** The Chapter shall have the following standing committees: Communications, Grievance, Legislative, Membership, Negotiation/Contract Compliance and UPI Sick Leave Bank.

**A.** The Chairperson of each standing committee shall be appointed by the President with the approval of the Chapter and Local Executive Boards and shall serve during the President's term. An elected officer may be a chairperson of a standing committee.

**B.** The chairperson of each standing committee in consultation with the president shall choose the remaining members of that committee.

**C.** The chairperson of each standing committee shall submit written minutes to the Chapter Executive Board and report regularly at the Chapter Executive Board Meetings.

**Section 2:** The duties of the Standing committees shall be as follows:

**A. Communications Committee:** This committee is responsible for organizing the communication from the Chapter Executive Board to the membership in order to keep the membership informed of union activities, business and issues. They shall publish a regular newsletter, compose and/or distribute other written communication from the Chapter Executive Board, and maintain the listserv.

**B. Grievance Committee:** This committee shall be responsible for assisting the Grievance Chair in gathering information about bargaining unit member grievances, assessing possible ways of resolving them, and for advising a course of action. It shall be headed by the Chapter Grievance Chairperson, who shall communicate regularly, work with the UPI Grievance Chairperson, and provide information about the grievance mechanism.

**C. Legislative:** This committee is responsible for implementing UPI legislative and political priorities at the campus level. Additionally, it is responsible for making and maintaining regular contacts with labor leaders and local legislators. It shall be headed by the Chapter Legislative Chairperson, who shall work in close coordination with the UPI legislative director.

**D. Membership Committee:** This committee shall plan and execute a program to ensure the growth and vitality of the Chapter.

**E. Negotiations/Contract Compliance:** This committee shall be responsible for communicating with members to identify needs and issues for contract negotiations, advising the Executive Board and the negotiating team, and monitoring the operations or compliance with the contract between negotiations. Members of this group will be offered the opportunity to be trained in contract negotiations.

F. UPI Sick Leave Bank: This committee shall administer the sick leave bank identified in the UPI/NEIU collective bargaining agreement. Members of this committee are: Executive Vice President shall serve as chair, Treasurer and a constituency/at-large representative appointed by the Chapter President.

#### **ARTICLE V – Negotiating team and Special Committees**

**Section 1.** The Chapter Negotiating Team and other special committees shall be appointed by the Chapter President with the advice and consent of the Chapter and Local Executive Boards.

#### **ARTICLE VI – Area Representatives**

**Section 1.** Each department/area shall have a union representative. Departments/areas shall be reviewed at the beginning of each academic year by the Constituency Representatives and designated by the Chapter Executive Board. Departments/areas in each of the Colleges shall have an Area Representative for both T & TT and Instructors. Area Representatives shall be appointed by the Chapter President in consultation with the Constituency Representative and with the advice and consent of the Chapter Executive Board. Their duties shall be as follows:

- (1) Serve as the communication conduit between the dept./area and the Chapter Executive Board.
- (2) Participate in membership recruitment in the dept./area.
- (3) Organize the dept./area for legislative and other actions.
- (4) Refer members with questions or problems to the appropriate union officer or committee.
- (5) Serve as the communication link between the dept./area and the Negotiation/Contract Compliance Committee.

## **ARTICLE VII -- Meetings**

**Section 1.** General Meetings of the full membership of the Chapter.

- A.** A meeting shall be scheduled once each Fall and Spring semester. Additional meetings, if needed, shall be called by the President. The time and place of each meeting shall be determined by the Chapter Executive Board. Notice of the agenda of such meetings shall be given the membership at least 5 days in advance.
- B.** A special general meeting shall be called by the Chapter President upon the written consent of 15% of the membership, the meeting to be held within ten days after such a request is presented to the Chapter President.
- C.** A quorum for doing business at a general meeting shall be 10% of the membership.

**Section 2.** Executive Board Meetings: The Chapter Executive Board will meet at least twice a semester.

- A.** The Chapter Executive Board shall also meet on call from the Chapter President or on the request of four members of the Chapter Executive Board.
- B.** Members of the Chapter Executive Board shall receive written notice of all meetings
- C.** A quorum for doing business shall be seven voting Chapter Executive Board members.

**Section 3.** *Roberts Rules of Order*, most recent edition, shall be the authority on all parliamentary questions at all meetings of the Chapter and the Chapter Executive Board.

#### **ARTICLE VIII -- House of Delegates**

**Section 1.** Delegates to the UPI House of Delegates shall be elected as provided for in the UPI Constitution and shall attend meetings of the Local 4100 House of Delegates.

**Section 2.** The Chapter President, with the consent of the Chapter Executive Board, may call a meeting of elected Delegates to give advice on Chapter affairs.

#### **ARTICLE IX -- Ratification**

**Section 1.** These proposed Bylaws shall be discussed in a general meeting of the Chapter membership and may be amended at that meeting.

**Section 2.** The proposed Bylaws will then be submitted to the entire membership in a timely fashion, by special election or in the general election. These Bylaws will go into effect immediately upon approval of a majority of those voting.

**Section 3.** As a transitional measure the current members of the Chapter Executive Board shall remain in office until August 1, 2012. On that date, and following the UPI Local elections in April 2012, the officers of the new Chapter Executive Board will assume office.

#### **ARTICLE X -- Amendments**

**Section 1.** Non-substantive changes in wording may be made at the discretion of the Chapter Executive Board.

**Section 2.** Substantive changes shall be put to a vote of the membership with a majority of votes cast necessary for approval.

**A.** The Chapter Executive Board may initiate substantive changes.

**B.** Substantive changes may be initiated by a petition signed by 10% of the Chapter membership in good standing.

Ratified by the members of NEIU/UPI on January 31, 2012.

#### **APPENDIX A – UPI Election Procedures from the UPI Constitution**

### **Article IX: ELECTIONS AND NOMINATIONS**

**Section 1.** All UPI elections shall be by secret ballot. All members in good standing shall be entitled to vote.

**Section 2.** Regular elections for UPI officers members of the UPI House of Delegates, delegates and alternates of the American Federation of Teachers and the Illinois Federation of Teachers conventions, Chapter officers and Chapter representatives on the UPI Executive Board shall take place every three years in April, with the specific date(s) and timetables to be published at least two months in advance by the UPI Executive Board. Terms of office, with a duration of three years, begin no later than September 1.

**Section 3.** Nomination for UPI office, Chapter officer, House of Delegates and AFT/IFT convention delegate shall be by Chapter nomination committee, by nomination from the floor at a Chapter membership meeting, or by petition.

**Section 4.** The Chapter nominating committee shall be appointed by the Chapter Executive Board, and shall solicit recommendations from the Chapter membership at least two weeks before the Chapter membership meeting at which nominations are to be made, and shall report its nominations to that same Chapter meeting. The Chapter membership meeting shall take place at least two weeks before ballots are distributed.

**Section 5.** Petitions for Chapter office and House of Delegates shall be signed by no fewer than ten percent of the chapter members, and shall be due at the same Chapter meeting. Petitions for UPI office and UPI convention delegate shall be signed by no fewer than fifty UPI members from one or more Chapters, and shall be due in the UPI office at least two weeks before ballots are distributed.

**Section 6.** Delegates to the American Federation of Teachers and Illinois Federation of Teachers conventions shall be elected in conjunction with Local, Council, and Chapter elections in the month of April every three years. Each Chapter shall be entitled to at least one delegate provided that at least one candidate is properly nominated. The President, Executive Vice-President, Secretary-Treasurer, Financial Secretary, and Recording Secretary are automatically delegates to the American Federation of Teachers national convention, Illinois Federation of Teachers convention and to the Illinois AFL-CIO convention.

**Section 7.** A majority of those voting for elected officers will determine the winner. In the event that no candidate receives a majority, a run-off election will be conducted in the appropriate constituency between the two candidates receiving the largest number of votes as soon as possible.

**Section 8.** The UPI shall comply with any reasonable request of a candidate for UPI Local or Chapter office, House of Delegates or UPI convention delegate to distribute by mail or otherwise at the candidate's expense campaign literature in aid of such person's candidacy to all members in good standing in UPI.